

CLASSIFIED MESSAGE

S E C R E T	1	5
	2	6
	3	7
	4	8

ACTION: CABLE SECRETARIAT

INFO Cable Recipients Declassification Review by NGA/DoD

(1) S E C R E T 250800Z (2)

25 FEB 63 (3) IN 71292

(4)

25X1

FORMAT

1. This message illustrates changes in incoming message format which become effective 11 March 1963. The changes permit elimination of unnecessary typing in the Cable Secretariat which should result in improved productivity and speed of service.

2. Note the following specifics:

A. The message begins with the classification (1) followed by the date and time (2) the message was filed for transmission. The date of receipt and the "IN" number (3) will be positioned by an electric date and numbering stamp. The date is based on "Z" or Greenwich time.

B. The precedence (4) is indicated in the address line by standard abbreviations--PRITY for priority, OPIM for operational immediate, etc. The absence of any such abbreviation indicates a routine message.

C. "END OF MESSAGE" is indicated by a repeat of the classification (5) as the last line of a message.

D. The practice of providing a typed "TO AND FROM" heading at the top of the cable form for incoming messages is discontinued.

E. For DDP units only: The RI indexing and file control stamp will be located in the upper left corner of the RI copy. This copy should be returned to RID by the action desk according to the procedures given in CSN 43-19, dated 23 May 1958 until further notice.

F. There will be no change in format for those messages which must be typed in their entirety by the Cable Secretariat until the present stock of incoming forms is exhausted.

S E C R E T (5)

S E C R E T

GROUP 1
EXCLUDED FROM AUTO-
MATIC DOWNGRADING &
DECLASSIFICATION